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Class Specifications
for the Class:

VOCATIONAL REHABILITATION MANAGER I
(VOCATIONAL REHAB MGR I)

Distinguishing Characteristics:

This class reflects a branch chief responsible for managing a vocational rehabilitation and training program for a neighbor island county which is characterized by a significantly smaller client population served than that reflected at the Vocational Rehabilitation Manager II level. The vocational rehabilitation and training program is aimed at placing persons with mental and/or physical disabilities into employment or community rehabilitation programs, and assisting persons with blindness and visual impairments in functioning more independently in the home and community.

The management complexities and intensity of work operations for this class are significantly less than at the Vocational Rehabilitation Manager II level as indicated by the less complex structure of the organization, the smaller population serviced and the comparatively smaller size of the subordinate work force.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Plans, organizes, controls, directs, and coordinates the work of a group of vocational rehabilitation programs; administers a vending facility program; supervises a staff of vocational rehabilitation specialists, related rehabilitation service positions and/or clerical positions; may supervise through subordinate supervisors; establishes branch goals and objectives; prepares written plans, policies and procedures for the achievement of goals and objectives; develops, implements and adjusts short-and long-range plans to meet clientele needs; prepares budget and expenditure plans; monitors and evaluates program's effectiveness; participates in developing annual and long-range plans for the division; evaluates the work and provides training for subordinate staff; establishes close working relationships with medical personnel, representatives of other agencies, employers and others concerned with

rehabilitation problems and the training needs of persons with disabilities; provides branch direction and supervision to assure conformance with rules, policies, procedures and standards; promotes the services of the agency through speeches and community work, writing material and other public relations functions; provides direct vocational rehabilitation counseling services to clients, as necessary; initiates personnel actions; and prepares reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of vocational rehabilitation and rehabilitation training; Federal and local legislation, rules and regulations pertaining to vocational rehabilitation; occupations suitable to persons with disabilities; basic social work methods and techniques; local employment conditions and opportunities; use of psychological tests and measurements in vocational counseling; and public relations.

Ability to: Manage a program of vocational rehabilitation and allied services; plan, assign, instruct and evaluate the work of others; explain the vocational rehabilitation program to clients and the public; obtain, analyze and evaluate facts; make sound managerial decisions; prepare reports; establish and maintain effective working relationships with clients, fellow workers, representatives of other agencies and prospective employers of persons with disabilities; participate in program evaluation and development activities; and negotiate contracts for services with private agencies.

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This is an amendment to the specification for the class VOCATIONAL REHABILITATION MANAGER I (VOCATIONAL REHAB MGR I) which was approved on August 9, 1993.

DATE APPROVED: 6/10/02

/s/ Dawn M. Young
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Director of Human Resources Development